

LOUISIANA TECH UNIVERSITY
PROPOSAL TO

PRINT UNIVERSITY NEWSPAPER
The Tech Talk

PROPOSAL NO: 50012-182-11

OPENING DATE: June 30, 2011

TIME: 2:00 P.M.

MAIL TO: Louisiana Tech University
PO Box 3157 TS
Ruston, LA 71272
OR

DELIVER TO: Purchasing Office
Room 408, Keeny Hall

Proposals will be received up to **2:00 P.M., June 30, 2011** by Louisiana Tech University. Proposals received after the specified hour and date will be rejected. At the specified time, the proposals will be publicly opened and read aloud. All proposals must be delivered to the Purchasing Office, 408 Keeny Hall, Ruston, LA by the specified date and time.

The bidder must submit his proposal on the form provided with all blanks filled and signed in ink and must be submitted in a sealed envelope with the bid number and date due conspicuously posted on the front of the envelope. An envelope has been provided for your convenience.

PURPOSE OF SOLICITATION

Louisiana Tech University wishes to enter into contract with a company for the printing of the Louisiana Tech University newspaper, *The Tech Talk*, as per the attached specifications and conditions. Initial contract period to extend through September 1, 2012 with the option to renew for four (4) additional twelve (12) month periods at the same terms, conditions and specifications.

BIDDER INSTRUCTIONS AND CONDITIONS

The undersigned certifies that the bidder carefully examined the instructions, policies and procedures and agrees to comply with same.

The bidder understands that the University reserves the right to reject any or all bids and waive any informalities.

The bidder agrees that this bid shall be good and may not be withdrawn for a period of thirty (30) days after opening.

It is understood that the bid becomes a part of the Contract Documents upon signing of the contract, and failing to comply with any part of this bid will be taken as failure to comply and will be cause for cancellation of the contract.

Only a signed acceptance of a proposal or contract constitutes acceptance on the part of the University.

All inquiries regarding this request shall be directed to **Flora N. Stringer @ 318-257-4427**.

BID PROPOSAL

See bid specifications for bid proposal page(s).

Signature Authority: In accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate or affidavit; or
3. An individual listed on the State of Louisiana Bidder's Application as authorized to execute bid.

By signing the bid, the bidder certifies compliance with the above.

The Tech Talk
Louisiana Tech Journalism Department
P.O. Box 10258
Ruston, LA 71272-0045

Specifications and Conditions
Printing of *The Tech Talk* Newspaper
(Web Press Camera-Ready Work)

1. Contract is for printing of weekly (normally Thursdays during fall, winter and spring quarters; and possible summer printing to be scheduled) broadsheet newspaper, *The Tech Talk* (approximately 27 issues per fiscal year), and possible periodic tabloid pages. Occasional one-day delays in publication may occur due to university calendar variations (holidays, quarter breaks, etc.) as well as weather delays.
2. Period covered: August 31, 2011-September 1, 2012. This agreement may be extended for up to 4 one-year additional years at the same terms, prices and conditions by mutual agreement at the end of the contract year. The first one-year renewal will be for September 1, 2012 through August 31, 2013, and continuing thereafter throughout the 3-year period each beginning on September 1. (September 1, 2013 through August 31, 2014; September 1, 2014 through August 31, 2015).
3. All negatives, plates, color separations, camera-works, et al. provided by the printer in conjunction with services ordered become the property of *The Tech Talk* and, if requested, must be returned to *The Tech Talk* office with the printed copies.
4. Printer must be able to insert preprinted materials into the printed newspapers prior to delivery time (6 a.m. on date of delivery) provided for herein. Advertising clients will be instructed to ship, prepaid, all preprinted materials to the printer's loading dock or other location specified by the printer for arrival at least five days prior to date of scheduled insertion. Printer will notify *The Tech Talk* when preprinted materials are received, sending approximately 10 copies of the preprinted material to *The Tech Talk* office with the mechanicals of the next issue printed. Inserts are not presently accepted.
5. Some camera work (primarily for advertisements) may be sent to printer prior to publication date. Advance camera work must be returned to *The Tech Talk* office with the mechanicals of the next issue printed. Normally all pages are camera-ready.
6. Mechanicals of pages to be printed will be ready no later than 12:01 a.m. the day of publication.

7. Printed copies are to be available and delivered throughout La. Tech campus to designated paper stands no later than 8:00 a.m. the day of publication. A list of paper stands will be provided by the Journalism department.
8. Prices quoted are to be for exact quantities.
9. Bidder must submit samples of work comparable to that in these specifications which has been printed in the plant which will print the job for which these quotations are being submitted. These samples must represent the quality of work which will be expected in all work performed for *The Tech Talk*.
10. *The Tech Talk* reserves the right to determine acceptability of all work performed by printer; to require changes either at time of press run or upon delivery if quality is deemed unacceptable, and to deduct from payment to the printer cost adjustments due to make goods or other services deemed by advertising clients to be unsatisfactory or require re-printing.
11. *The Tech Talk* reserves the right to cease to use the services of the printer if it deems the quality of the printing and/or services or the relationship with the printer to be unsatisfactory.
12. Quantity: 4,000 copies per issue.
13. Paper:
 Broadsheet: paper stock – 30# newsprint; page size – 12.5” X 21 ½”
 Tabloid: paper stock – 30# newsprint; page size – 10 ½: X 12.5”
14. Number of pages:
 Broadsheet: increments of two broadsheet pages
 Tabloid: increments of four tabloid pages
15. Ink: black
16. Bundling: bundles will be requested which contain 50 and/or 100 copies each.
17. Folding: 250 printed copies will be quarter folded with the remainder broadsheet printed copies will be half-folded.
18. Publication schedule: tentative schedule for 2011-12 is attached. Schedule for option years will be provided each August.
19. Losses incurred by *The Tech Talk* due to failure of printer to follow instructions will be deducted from payment due printer.
20. A penalty of \$100 per hour will be deducted from the amount due printer for any issue for which the press run deemed acceptable to *The Tech Talk* is not

completed by 6:00 a.m. or within three hours following availability of mechanicals, whichever is later.

21. Printer must be able to accept pages in digital form as files in Adobe Acrobat (PDF) format.

Quotation for Printing on 30-pound Newsprint

- I. Printing on 30# Newsprint (No insertion fee is to be charged if insertion of sections is required due to press problems).

A. Printing of 25" Broadsheet

Number of Pages	4,000 Copies	+/- Per 1,000
4-page broadsheet	_____	_____
6-page broadsheet	_____	_____
8-page broadsheet	_____	_____
10-Page broadsheet	_____	_____
12-page broadsheet	_____	_____
14-page broadsheet	_____	_____
16-page broadsheet	_____	_____
18-page broadsheet	_____	_____
20-page broadsheet	_____	_____
22-page broadsheet	_____	_____
24-page broadsheet	_____	_____
Additional 2-page broadsheets beyond 24 pages	_____	_____

B. Printing of 13" Tabloid

Number of Pages	4,000 Copies	+/- Per 1,000
4-page tabloid	_____	_____
8-page tabloid	_____	_____
12-page tabloid	_____	_____
16-page tabloid	_____	_____
20-page tabloid	_____	_____
24-page tabloid	_____	_____
28-page tabloid	_____	_____
32-page tabloid	_____	_____
Additional 4-page tabloid sections beyond 32 pages	_____	_____

II. Additional Charges for Optional Services

B. Insertions of preprinted material, per thousand

C. Spot color (in addition to Black)

1 st color per page	_____	_____
2 nd color per page	_____	_____
3 rd color per page	_____	_____
1 st color per flat	_____	_____
2 nd color per flat	_____	_____
3 rd color per flat	_____	_____

D. Latest time when mechanicals can be ready and still keep the 6:00 a.m. distribution deadline (see specification # 7).

E. Maximum number of pages which can be printed in one section:

	Tabloid	Broadsheet
1. black ink only	_____	_____
2. one color plate	_____	_____
3. two color plate	_____	_____
4. three colors plate	_____	_____
5. Pantone color page	_____	_____

F. Pages of *The Tech Talk* are to be made up on a Macintosh using QuarkXPress (version 6).

Should there be a need to have the printer to print out the pages, please list the equipment you would use for camera-ready output from a *Tech Talk* diskette:

G. Please list any additional services or functions which may be available to *The Tech Talk* and the cost for each:

1. Delivery of the Tech Talk on campus \$125.00 per week of publication.

I have read, understand and agree to abide by the printing specifications and bid conditions on which this quotation is based. I am authorized to submit quotations on behalf of my company and to bind the company accordingly.

Company _____

Signature _____

Printed or typed name _____

Mailing address _____

Ruston Location _____

2011-2012 Publication Dates attached

2011-2012 Publication Schedule

SEPTEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2011

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

All publication dates are scheduled around the university calendar.

2012 Tech Talk Summer edition publishes June 21, 2012 • Bulldog Survival Guide publishes September 3, 2012 (Print dates subject to change)



Holiday



Beginning of Quarter



End of Quarter

The
TechTalk

P. O. Box 10258
Ruston, LA 71272

Non-Profit Organization
BULK RATE
U. S. Postage Paid
PERMIT NO. 104
Ruston, LA 71272

*******PLEASE DO NOT RETURN THIS PAGE*******

ITEMS BELOW APPLY TO AND BECOME A PART OF TERMS AND CONDITIONS OF QUOTATION
ANY EXCEPTIONS THERETO MUST BE IN WRITING

REQUIREMENTS AND INSTRUCTIONS

Bids signed in ink should be submitted on this form.

Prices are to be complete and the FOB point to be Louisiana Tech University unless otherwise specified.

Prices must be firm for at least 30 days from bid opening date.

Terms will be considered Net 30 unless otherwise specified.

Bids cannot be altered or amended after opening. Any alterations made before bid opening should be initialed by vendor.

Louisiana Tech University reserves the right to accept quotes after this date if it is determined to be in the best interest of the state.

If bidder takes no exception he will be required to furnish product as specified in the ITB. All items shall be new and in first class condition unless otherwise stated in ITB. Oral agreements will not be recognized.

REJECTION OF BIDS

Louisiana Tech University reserves the right to reject any or all bids and to waive all informalities.

AWARDS

Awards will be made to the lowest responsible and responsive bidder, taking into consideration the quality of the products to be supplied, their conformity with the specifications, the purpose for which they are required, and the time of delivery. Discounts for less than 30 days will not be considered for award purposes. Unless otherwise specified, the University reserves the right to award by individual items, related items, or total, whichever it deems in its best interest.

LOUISIANA PREFERENCE

A preference will be given to materials, supplies, and provisions produced, manufactured, grown, or harvested in Louisiana, quality being equal to articles offered by competitors outside the State. It will be the bidder's responsibility to indicate on his bid response which items qualify.

ACCEPTANCE

Only the issuance of a purchase order or a signed contract constitutes acceptance by the University.

TAXES

In accordance with Act 1029 of the 1991 Legislative regular session, Louisiana Tech and all other state agencies are exempt from state sales and use tax.

DELIVERY

Quote should show number of days required to place material in Central Receiving at Louisiana Tech. Failure to state delivery time obligates bidder to complete delivery in 14 calendar days. Default in promised delivery or failure to meet specifications may result in cancellation of order. The defaulting vendor may be responsible for any additional cost in reissuing the order (RS39:1661(c). No substitutions or cancellations permitted without approval from Purchasing. Delivery should be made between 7:30am to 4:00pm week days. PURCHASE ORDER NUMBER MUST APPEAR ON ALL BOXES AND SHIPPING SLIPS. Goods may be returned if not identified.

INSPECTION AND ACCEPTANCE

Each item upon delivery will be inspected by Louisiana Tech. Acceptance will be made after inspection determines that all requirements of the specifications are met and the goods are in acceptable condition.

PAYMENT

Invoices for items shall be submitted in duplicate to the Comptroller's Office, Box 7924, Ruston, LA 71272. Items must be invoiced with quantity, unit, and price indicated on purchase order. PURCHASE ORDER NUMBER MUST APPEAR ON EACH INVOICE.

NOTE TO BIDDER: Any terms and conditions attached to a bid will not be considered unless the bidder specifically references them on the front of this bid form. The laws of the State of Louisiana must prevail on all bids.

Abstracts of bids are not furnished, but are kept on file in the Purchasing Office for inspection by any citizen.